

# **Part-Time Adjunct Cyber Teacher**

## **Job Summary Statement**

The Part-Time Adjunct Cyber Teacher supports full-time teachers in the education of students in a virtual environment. This individual grades student work, providing constructive feedback in a timely manner. In addition, the Adjunct Teacher may host online tutoring and instructional sessions with individuals and small groups of students. We are currently seeking a teacher with valid Indiana certifications in the following areas: Business Education, Health, Music, and Physical Education. Multiple certifications are a plus. This part-time position has the potential (but not requirement) for up to 30 hours a week.

## **Responsibilities**

- Create a positive learning environment for students
- Work with students to identify areas in need of additional support and provide instruction and support to students in those areas
- Grade and track completed online tasks and test scores
- Provide thoughtful and constructive feedback on student work
- Strict adherence to a 72-hour grading turn-around time
- Report missing assignments, low essay grades and plagiarized work to students, parents and school district on a weekly basis
- Attend monthly online meeting

## **Knowledge, Skills and Abilities**

- Demonstrated computer skills in online education
- Ability to learn new technology skills
- Excellent communication skills
- Persuasive skills that encourage students to complete assignments
- Ability to raise and maintain expectations related to student performance
- Professional and courteous demeanor

## **Education and Experience**

- Bachelor's Degree required
- Valid Indiana teaching certification required; additional Pa or Ohio certification a plus. Preference will be given to the following subject areas: Business Education, Health, Music, and Physical Education.
- Computer literacy with knowledge of online instruction is essential
- Demonstrated successful teaching experience in K-12 public school setting
- Experience tutoring or working with students in a one-on-one setting
- Experience in online instruction strongly preferred

## **TO APPLY**

Please apply through the link below.

<http://www.indeed.com/cmp/VLN-Partners,-LLP/jobs/Part-0a8b10af0b8faa84?q=part+time+cyber+adjunct>